



DEPARTMENT OF PERSONNEL & ADMINISTRATION  
STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.  
05-94

DEPARTMENT REVENUE		DIVISION CDP		SECTION RESEARCH UNIT		PERMANENT	x
						NON-PERMANENT	x
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS			
1	Daily Production Sheets	1 Year + Current		Note: No record shall be destroyed that pertains to any pending legal case, claim, action, or audit.			
2	Time Cards	5 Years (original) + Current					
3	Employee Time Sheets	3 Years + Current					
4	Performance Reviews & PDQs (Copy)	Retained until employee leaves or is superseded					
5	Vendor Invoices	1 Year + Current					
6	Request for Leave	1 Year + Current					
7	Leave Summary Reports	1 Year + Current					
8	EFT Returned Item Reconciliation	7 Years + Current					
9	EFT Undistributed Cash Recon.	7 Years + Current					
10	Clearing Items-Undistrib Cash List	7 Years + Current					
11	Non Deposit File	7 Years + Current					
12	Suspense Non Deposit File	7 Years + Current					
13	EFT Non Deposits	7 Years + Current					
14	Bank Statements File	7 Years + Current					
15	Authorization for EFT for Tax Payment	7 Years + Current					
16	Banking Reports/EFT Daily ACH Rpts	7 Years + Current					
17	Remittance Processing Archive CDs	9 Years + Current					
18	Microfiche Backup	9 Years + Current					
19	EFT Taxpayer non-compliance taxes	5 Years + Current					

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual..

State Archivist's Signature <i>Terry Ketchen</i>	Date <i>10/8/2004</i>	Records Liaison Officer's Signature <i>Julie Gaybal</i>	Date <i>9-29-04</i>
Attorney General's Signature <i>John W. Suthers by mmm</i>	Date <i>4/22/05</i>	State Auditor's Signature <i>Sally Symanski</i>	Date <i>10/29/04</i>